

North Central Counties Consortium

1999/2000 Occupational Outlook & Training Directory

***OCCUPATIONAL OUTLOOK
&
TRAINING DIRECTORY***

***COLUSA, GLENN, LAKE, SUTTER & YUBA COUNTIES
1999 - 2000***

A PRODUCT OF

The California Cooperative Occupational Information System

SPONSORED BY

North Central Counties Consortium Private Industry Council (<http://www.nccpic.org>)

California Occupational Information Coordinating Committee (<http://www.soicc.ca.gov>)

Employment Development Department – Labor Market Information Division (<http://www.calmis.ca.gov>)

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ACKNOWLEDGEMENTS

We wish to express our gratitude to all those who have helped us with this continuing project. Special thanks are extended to the following:

- Several hundred employers of Colusa, Glenn, Lake, Sutter, and Yuba counties for giving their valuable time in responding to our occupational survey over the past year.
- The Private Industry Council and Governing Board members for providing steadfast support to the CCOIS program.
- Charles A. Peterson, Executive Director, and William L. Rottman, Deputy Director, of the North Central Counties Consortium.
- Local representatives from Job Training Programs, Career Center staff, and other concerned agencies for participating in the selection of occupations for study, and for contributing their ideas and expertise to the process.
- The Labor Market Information Division (LMID) staff for their support and technical assistance. We would especially like to thank Angelica Duran, LMID Research Analyst, for her help and partnership throughout this program.
- Front cover photography courtesy of *Pinder Photography & Fine Art Gallery* of Live Oak, CA.

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AREA PROFILE

Colusa County is located in the Sacramento Valley and covers 1,155.8 square miles. It is bordered on the south by Yolo County, and west by Lake County, the north by Glenn County, and the east by Butte and Sutter Counties.

Major transportation routes in the county include Interstate 5 as well as State Highways 16, 20, and 45. A major north-south railroad line also passes through the county.

Much of the land area in the county is devoted to agriculture, the primary economic activity and chief source of employment in the area. The most important crops harvested in the area are rice, tomatoes, sugar beets, prunes, and nuts.

Annual rainfall patterns vary between the valley floor (16 inches) and the mountainous areas (50-60 inches).

As of January 1, 1999, it is estimated that Colusa County's population is 18,550, a decrease of 0.3% over the previous year's revised estimate of 18,600. This is lower than California's population growth rate of 1.6% over 1998.

Glenn County extends across the west-central portion of the Sacramento Valley, rising from an elevation of about 65 feet at the Sacramento River to over 7,000 feet in the northern Coast Range. The county's 842,000 acres are divided between farmland on the floor of the valley and grazing land, and mountainous forests in the eastern part of Mendocino National Forest.

That portion of Glenn County lying in the valley has long, hot, dry summers and mild, wet winters. Annual rainfall is 17 inches.

About 42 percent of the county's residents and the majority of the county's manufacturing sector are located in Orland and Willows. Both cities lie on Interstate 5 and the main line of the Southern Pacific Railroad. These two major transportation arteries serve to integrate local economic activity with that of the larger valley region.

At the lower elevations, the county's terrain, favorable weather, and water supply creates ideal conditions for agriculture, the major industry in the area. Grains are the most important crops with rice accounting for a large part of the dollar value of the county's agricultural production. Dairy farms are also an important source of income. The growth of local manufacturing (the third largest industry) has been closely tied to development of the county's agriculture and resource production. Lumber mills, dairy processors, packers of fruits and nuts, and sugar refiners have all been attracted to Glenn County by an abundance of raw commodities for processing.

As of January 1, 1999, it is estimated that Glenn County's population is 26,950, an increase of 0.4% over the previous year's revised estimate of 26,850. This is lower than California's population growth rate of 1.6% over 1998.

Lake County lies within the coastal range of mountains, approximately 100 miles north of San Francisco and 35 miles east of

the Pacific Ocean. It is bounded by Mendocino County on the west, Sonoma and Napa Counties to the south, and Yolo, Colusa, and Glenn Counties on the east.

The county's most prominent geographical feature is Clearlake which covers approximately 5 percent of the county's land area. The terrain north of Clearlake is quite rugged, with elevations over 7,000 feet. To the south and southwest are lower elevations and flatter terrain, where most of the county's agricultural activity is centered. State Highway 20 connects the area with both US 101 and Interstate 5.

Lake County's climate and terrain provide a conducive atmosphere for a variety of agricultural activities. The county is a large producer of pears. Other major agricultural products include cattle, walnuts, grapes, and hay. The county's proximity to the populous San Francisco Bay Area combined with its variety of resorts and boating facilities, make it a popular recreation area.

As of January 1, 1999, it is estimated that Lake County's population is 55,300, an increase of 0.4% over the previous year's revised estimate of 55,100. This is lower than California's population growth rate of 1.6% over 1998.

The Yuba City Metropolitan Statistical Area (MSA) encompasses **Sutter and Yuba Counties**, which lies in the heart of the Sacramento Valley. It is bordered on the west by the Sacramento River and Yolo and Colusa Counties, on the north by Butte County, on the east by Sierra and Nevada Counties and on the south by Sacramento and Placer Counties. The area comprises 1,246 square miles, most of which is located in the flat, agriculturally rich central region of the valley. The Sutter Buttes are located in the area as well as both the Feather and Yuba Rivers.

Much of the land area is devoted to agriculture, the third largest industry division relating to employment in the area. A wide variety

of crops are produced including tomatoes, rice, peaches, prunes, nuts, and other grains. Farming is highly mechanized for all crops.

The major transportation routes include State Highways 99 and 70. Several railroad lines pass through the two counties.

As of January 1, 1999, it is estimated that Sutter County's population is 76,700, an increase of 0.4% over the previous year's revised estimate of 76,400. Yuba County's population is 60,400, a decrease of 0.7% over the previous year's revised estimate of 60,800. Both of these rates are lower than California's population growth rate of 1.6% over 1998.

WHO ARE WE?

The North Central Counties Consortium (NCCC) is a Special District formed by a Joint Powers agreement between five rural Northern California Counties (Colusa, Glenn, Lake, Sutter, and Yuba). NCCC is governed by a twenty-five member Private Industry Council and a five-member Governing Board. NCCC administers federal and state job training funds, which are subcontracted by NCCC to local entities in the five-county consortium for local service delivery.

MISSION STATEMENT

NCCC is in business to provide locally operated public employment programs. It is the intent of NCCC to:

- Encourage better use of resources through coordination and integration of goods and services.
- Make education, job training, and employment services universally available and accessible to all residents in the NCCC consortium counties.
- Assist partner staff in their efforts to continually improve the quality of local programs and services.
- Increase regional access to information and enhance our ability to communicate through increased automation capacity and Internet connectivity.

INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the Private Industry Council of the North Central Counties Consortium (NCCC) and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS).

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Colusa, Glenn, Lake, Sutter, and Yuba Counties. You will find summaries of 20 occupations surveyed during the period from May – September 1999. Additional occupations will be selected for study in successive years.

WHAT IS THE CCOIS?

Overview:

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. Local labor market research in California is conducted primarily for the local Service Delivery Area (SDA) as established by the Job Training Partnership Act (JTPA). The system is comprised of two components: Employment and Training. The Employment component utilizes the resources of the various agencies represented on the steering committee that direct the activities of the CCOIS to collect information on employment demand. The Training component was originally developed through the leadership of the California Occupational Information Coordinating Committee (COICC) and its Technical Work Group.

The 1999/2000 North Central Counties Consortium Occupational Outlook Report is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports will bear the title “Occupational Outlook” and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the “user” in the community.

WHY IS THIS RESEARCH CONDUCTED?

The information in this report may be used by a wide array of organizations and individuals for various purposes. Possible uses include the following:

Career Decisions

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in the local labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment, and assess the availability of qualified workers for business relocation or expansion purposes.

STATE AND FEDERAL LEGISLATIVE MANDATES

Information produced and available through the CCOIS satisfies major federal and state statutory mandates.

The Senate Labor and Human Resources Committee believes labor market information is an essential structural element supporting all other programs and services under the new *Workforce Investment Act (WIA)*. Under WIA, a national employment statistics system is established, which is to be planned, administered, overseen, and evaluated through a cooperative governance structure involving the Department of Labor and the States.

The *Welfare to Work Act of 1997 (CalWORKs)* establishes welfare reform in California. The previous program that entitled recipients to aid with few limits is replaced. The new program assures that welfare is a temporary support in times of crisis, rather than a way of life; encourages and regards personal responsibility and accountability by recipients; fosters a “Work First” attitude by strict work requirements; and gives counties the flexibility they need to meet recipients’ needs. The continuing nature of the CCOIS program enables the NCCC populace to acquire the most recent local labor market information to assist recipients as they transition from welfare to work.

Section 10533 of the *California Unemployment Insurance Code (CUIC)* requires the EDD to operate the CCOIS as the primary component of a comprehensive labor market and occupational supply and demand information system. The law states that the CCOIS shall serve as a primary source for local and statewide occupational information, and shall be available in all areas of the state. This law specifically requires the CCOIS to produce statistically valid occupational analyses for local job training and education programs, and it must be conducted by a local entity under the direction of EDD. Further, it must include the participation of local users of the information. The law requires the EDD and local entities to prepare occupational analyses using state occupational forecasts and other indicators of growth, combined with local employer surveys of recruitment practices, job qualifications, earnings and hours, and advancement and outlook.

In its annual plan to the Governor and Legislature regarding employer’s demand for trained workers and changes in the State’s economy, the Employment Training Panel is required by law to review labor market information provided by the CCOIS.

The *Wagner-Peyser Act*, which created the Job Service, provides that each state shall maintain an effective labor market information service, through which it shall provide for the collection, analysis, and dissemination of current labor market developments, employment trends, and employment opportunities.

The *Carl D. Perkins Vocational and Applied Technology Education Act* was established to meet the urgent needs for training, retraining, and employment development of adults. A key element in this legislation is the requirement that careful analyses be made of current labor market conditions, including a determination of future labor market needs. The amendments of 1990 call for greater use of labor market information to support the state plans of employment and training services and the objectives of vocational education.

Thus, the CCOIS contributes to the state’s compliance with laws requiring accurate, reliable, current, and localized labor market information.

METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational Forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational Selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. For each survey year, a preliminary list of occupations was developed. The list was reviewed by representatives of community based vocational training programs, economic development organizations, educational institutions, the PIC, and other government agencies. Representatives of these agencies were asked to identify which occupations they would like studied. Based on the input of these organizations, some occupations were eliminated and others added. The list of occupations was reviewed and discussed with LMID, eventually narrowing to the 20 published within this report.
- **Questionnaire Development:** Specific information needs for each occupation are determined, and questionnaires are developed to respond to local information needs.
- **Sample Selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer Survey:** Confidential employer surveys are conducted by telephone, fax, mail, or in person. Completed surveys are reviewed for internal consistency and employers recontacted for clarification as needed.
- **Data Entry and Tabulation:** Completed surveys are reviewed and the responses entered into a CCOIS database which generates basic data tabulations.
- **Written Analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 20 occupations surveyed.
- **Report Distribution:** The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. The Occupational Outlook Report is also distributed to high schools and community college career counselors, vocational rehabilitation offices, the library systems throughout the Consortium, and various other social service agencies.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 1999/2000 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

- **Title and Definition of Occupation:** Each occupation has a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system; each OES code may include several of the more detailed DOT titles.
- **Education/Training and Experience:** Survey responses to questions about education, training and experience needed to obtain employment are summarized here. Employers are asked about education and training prerequisites. In addition, employers are asked if they require related work experience and what type of experience is required.

Note: The new questionnaire for Program Year 1999 asks for the level of education that the firm requires for the survey occupation. For occupations studied in 1999, while minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

The terms used in this section and throughout the report to describe for occupations studied are as follows:

All: 100% of survey responses
Almost All: 80% up to but not including 100%
Most: 60% up to but not including 80%
Many: 40% up to but not including 60%
Some: 20% up to but not including 40%
Few: less than 20% of the survey responses

- **Hours and Wages:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons that have had at least three years of experience in the occupation with that employer.

Note: Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

- **Fringe Benefits:** The types of fringe benefits employers offer are presented. Of employers offering benefits, the percentage of those which offer each type of benefit to full-time workers is

shown. Benefits may be offered but not necessarily paid in full by the employer.

- **Where the Jobs Are:** This section identifies the major sources of employment for each occupation, indicated by a percentage of the occupation's employment in specific industries. These are industry staffing patterns generated by LMID.
- **Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being surveyed, and skills important for career advancement. Additional employer-specified skills are also listed when provided.
- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list all the recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.

For occupations studied in 1999, the following terms are used to describe the difficulty in finding applicants:

Very Difficult: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their job search.

Moderately Difficult: Employer demand is somewhat

greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find moderate competition in their job search.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

- **Occupational Characteristics:** This section presents information on advancement opportunities, nontraditional occupations, turnover, and unionization. The career ladders section reports the previous occupations from which people were promoted into the profiled occupation and those occupations which serve as promotional opportunities.

Related DOT Code: The Dictionary of Occupational Titles (DOT) is a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.

Nontraditional Occupations are those in which the Department of Labor classifies as fewer than 25% of the workers are female.

Turnover is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled over the last 12 months, divided by the total reported number of employees among firms responding to the survey.

It is determined that turnover terms are arbitrary in nature. Therefore, occupational summaries will include only turnover percentages based on useable surveys—leaving judgements to the report reader as to their meaning.

Unionization refers to the employers surveyed who report employees in the occupation belonging to a union. This report will have two wage sections. One wage section is used when the percent of union employment is either greater than 80% or less than 20%. Two wage sections occur when the percent of union employment is from 20% to 80%. Unionization can be considered negligible when it represents less than 20% of the total workers in a particular occupation. Additionally, for Program Year 1999, our definition of unionization has been extended to include collective bargaining agreements.

Occupational Size & Growth Projections: This section presents the seven year growth and job openings projections provided through the OES projection system. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the county.

For occupations studied in 1999, the projected yearly range used is 1995 – 2002. Terms used to describe size of employment are as follows:

Small: less than 91 employees (less than .15% of 1995 employment).

Medium: 91 - 182 employees (.15% to .29% of 1995 employment).

Large: 183 - 395 employees (.30% to .64% of 1995 employment).

Very Large: at least 396 employees (.65% and above of 1995 employment).

Growth Trends: This is an overview of projected new job growth rates in relation to the overall average new job growth rate (20.2% between 1995 – 2002) for the consortium.

For occupations studied in 1999, the following terms are applied to the occupational growth trends in the North Central Counties Consortium:

Much faster than average: 30.30% or more.

Faster than average: 22.22% to 30.29%

Average: 18.18% to 20.21%

Slower than average: 18.17% or less.

Gender: Employment distribution by gender presents a breakdown of the occupation as reported by employers.

***OCCUPATIONAL
SUMMARIES***

ACCOUNTANTS AND AUDITORS**OES 211140**

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Most indicate they require at least a bachelor's degree prior to hire. Some employers express vocational or technical training is required or preferred prior to hiring for this occupation.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 60 months of prior accounting experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	94%
Life Insurance:	38%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	69%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Accountants & Auditors work full-time averaging 43 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$10.23 - 11.62	\$10.93
New Hires, With Experience:	\$10.00 - 28.77	\$14.14
After Three Years With Firm:	\$13.80 - 42.62	\$16.81

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Government	19.1%
Accounting, Auditing & Bookkeeping	16.3%
Elementary & Secondary Schools	8.7%
Finance, Insurance & Real Estate	5.6%
Eating & Drinking Places	5.6%
Health Services	2.5%
Hotels & Motels	2.3%
Canned Fruits & Vegetables	2.0%
Lumber & Other Building Materials	2.0%
Religious Organizations	2.0%
Car Dealers	1.4%
Help Supply Services	1.4%
Other	31.1%

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Government accounting skills
Ability to conduct an audit
Cost accounting skills
Tax accounting skills
Estate planning skills
Financial planning skills
Ability to use accounting software
Verbal presentation skills
Ability to write effectively and legibly
Problem solving skills
Ability to work independently
Ability to work under pressure
Customer service skills
Ability to learn new computer systems
Word processing, database, and spreadsheet skills

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, private employment agencies, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X

The Job Market for: **Accountants & Auditors**
Experienced applicants: Not Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 16 employers, representing 46 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Controller, Certified Public Accountant, Accounting Associate, Staff Accountant

Related DOT Code: 160.162-010, 160.162-018, 160.162-022, 160.162-026, 160.167-054, 160.167-030

Career Ladders: May be promoted to senior accountant, partner

Nontraditional Occupation: No. Employers responding report that 74% of workers are female.

Turnover: The rate is 8.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 334 -- Large

Growth Projections: New jobs through 2002: 60
Separations to 2002: 50
Total Openings: 110

Growth Trends: The new job growth rate for this occupation is 20.0%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 20.2%. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years. A few anticipate growth over this period.

Gender: Employers responding indicate 26% of workers are male, 74% female.

AUTOMOTIVE MECHANICS**OES 853020**

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent. Some indicate that a high school education is not a factor in its hiring decisions. Most employers express that technical or vocational training is required or preferred prior to hire.

Experience: All employers surveyed report that they require or prefer work-related experience. They tend to hire applicants with 12 - 36 months of prior auto repair or other mechanical experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	68%
Dental Insurance:	41%
Vision Insurance:	14%
Life Insurance:	27%
Paid Vacation:	77%
Paid Sick Leave:	14%
Retirement Plan:	36%

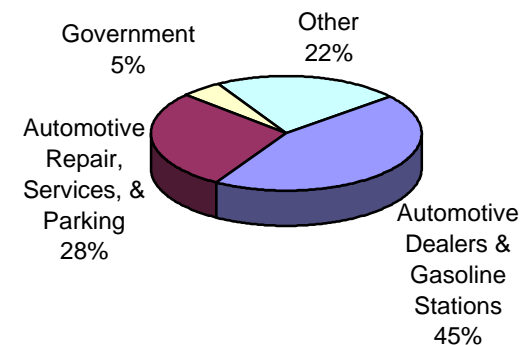
*Percentage is based on 22 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Automotive Mechanics work full-time averaging 40 per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.00 - 10.00	\$7.19
New Hires, With Experience:	\$5.99 - 17.00	\$12.00
After Three Years With Firm:	\$8.00 - 21.88	\$17.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate electronic automotive diagnostic equipment
Ability to repair brakes
Ability to repair vehicle heaters
Ability to repair vehicle air conditioners
Ability to repair carburetors
Ability to implement safe work practices
Ability to tune up engines
Arc & gas welding skills
Ability to repair emission controls
Ability to repair fuel injection systems
Front end alignment skills
Certified as a Smog Control Mechanic
Possession of a Brake Check Certificate
Certified in Auto Service Excellence (ASE)
Certified in auto air conditioning maintenance and repair
Possession of a valid driver's license

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Automotive Mechanics**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 22 employers, representing 138 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Automotive Technician, Mechanic, Service Technician

Related DOT Code: 620.261-010, 620.261-012, 620.261-030, 620.281-026, 620.281-038, 620.281-062, 620.281-066

Career Ladders: May be promoted to service manager, lead technician, service advisor, supervisor, or general manager

Nontraditional Occupation: Yes. Employers responding report that 1% of workers are female.

Turnover: The rate is 23.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 500 -- Very Large

Growth Projections: New jobs through 2002: 70
Separations to 2002: 90
Total Openings: 160

Growth Trends: The new job growth rate for this occupation is 15.2%, which is growing much slower than the average new job growth rate of 20.2% for the consortium. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate job growth to remain stable over this period.

Gender: Employers responding indicate 99% of workers are male, 1% female.

BAKERS -- BREAD AND PASTRY**OES 650210**

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent. Few indicate they require or prefer vocational training prior to employment. However, some employers express they will accept training as a substitute for previous work experience.

Experience: Most employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 36 months of experience as a baker or in a baking-related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	47%
Dental Insurance:	47%
Vision Insurance:	47%
Life Insurance:	13%
Paid Vacation:	67%
Paid Sick Leave:	40%
Retirement Plan:	20%

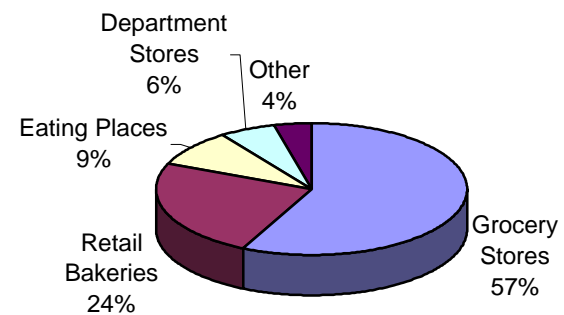
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Bakers work part-time averaging 32 hours per week. Some work full-time at an average of 40 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 8.00	\$6.05
New Hires, With Experience:	\$5.75 - 8.50	\$6.50
After Three Years With Firm:	\$6.50 - 15.50	\$9.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Mastery of baking equipment
Pastry decorating skills
Ability to write legibly
Oral communication skills
Ability to stand continuously for 2 or more hours
Ability to lift at least 25 lbs. repeatedly
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Organizational skills
Basic math skills
Ability to read and follow instructions

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Bakery Clerk

Related DOT Code: 313.361-010, 313.361-038, 313.381-010, 313.381-018, 313.381-026

Career Ladders: May be promoted to bakery manager

Nontraditional Occupation: No. Employers responding report that 66% of workers are female.

Turnover: The rate is 21.3% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, walk-in applicants, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Bakers -- Bread & Pastry**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 15 employers, representing 89 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 107 -- Medium

Growth Projections:

New jobs through 2002:	30
<u>Separations to 2002:</u>	20
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 33.3%, which is growing much faster than the average new job growth of 20.2% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Gender: Employers responding indicate 34% of workers are male, 66% are female.

BILLING, COST, AND RATE CLERKS**OES 553440**

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Please do not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, do not include workers who calculate charges for passenger transportation.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require a high school diploma or equivalent. No employers surveyed indicate they require or prefer technical or vocational training prior to hire. However, most express they will accept training as a substitute for previous work experience.

Experience: Most employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of medical billing, bookkeeping, sales, or other insurance billing experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	93%
Dental Insurance:	67%
Vision Insurance:	53%
Life Insurance:	13%
Paid Vacation:	93%
Paid Sick Leave:	87%
Retirement Plan:	27%

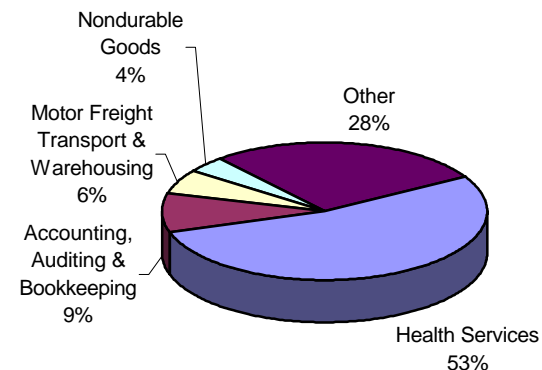
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Billing, Cost, and Rate Clerks work full-time at an average of 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 9.59	\$6.50
New Hires, With Experience:	\$5.75 - 10.00	\$8.00
After Three Years With Firm:	\$7.50 - 13.00	\$10.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Data entry skills
Record keeping skills
Alphabetic and numeric filing skills
Bookkeeping skills
Knowledge of medical terminology and insurance billing
Statistical typing skills
Ability to follow billing procedures
Telephone answering skills
Ability to write effectively and legibly
Ability to type at least 45 wpm
Ability to sit continuously for 2 or more hours
Willingness to work with close supervision
Basic math skills
Oral communication skills
Basic computer skills include word processing, spreadsheet, and database

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Payable and Receivable Clerks, Biller, and Customer Representatives

Related DOT Code: 214.362-022, 214.362-026, 214.362-042, 214.387-010, 214.482-018, 216.382-034, 214.382-014

Career Ladders: May be promoted to office manager, assistant administrator, general accountant

Nontraditional Occupation: No. Employers responding report that 88% of workers are female.

Turnover: The rate is 10% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Billing, Cost & Rate Clerks**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 40 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 176 -- Medium

Growth Projections: New jobs through 2002: 10
Separations to 2002: 40
Total Openings: 50

Growth Trends: The new job growth rate for this occupation is 5.9%, which is growing slower than the average job growth rate of 20.2% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 12% of workers are male, 88% are female.

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS**OES 853110**

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent. Many indicate they require or prefer technical or vocational training prior to employment.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 60 months of auto mechanic, heavy equipment, diesel engine, or other mechanical-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	88%
Vision Insurance:	76%
Life Insurance:	24%
Paid Vacation:	82%
Paid Sick Leave:	53%
Retirement Plan:	41%

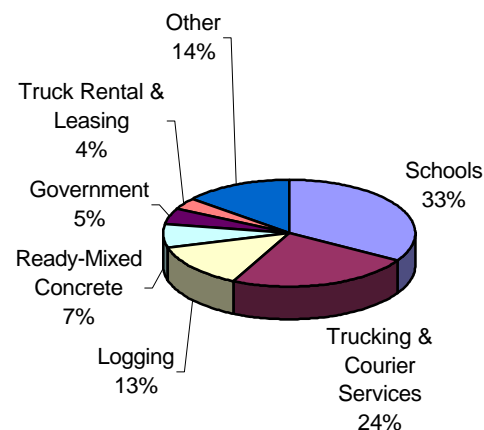
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Bus & Truck Mechanics work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	N/A	\$9.28 - 10.65	\$9.97
New Hires, With Experience:	\$8.50 - 15.87	\$10.22 - 13.46	\$11.00
After Three Years With Firm:	\$11.00 - 21.00	\$11.27 - 17.41	\$15.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Automobile body and fender repair skills
Ability to operate electronic automotive diagnostic equipment
Knowledge of hydraulics
Ability to operate electric testing equipment
Ability to repair diesel engines
Knowledge of basic auto mechanics
Ability to implement safe work practices
Ability to use hand tools
Welding skills
Possession of a valid Class A driver's license
Possession of a valid Class B driver's license
Ability to lift at least 75 lbs. repeatedly
Ability to provide own hand tools
Public contact skills
Ability to work independently

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Mechanic, Director of Vehicle Maintenance

Related DOT Code: 620.281-046, 620.281-050, 620.281-058, 625.281-010, 625.281-014, 625.361-010

Career Ladders: May be promoted to lead mechanic or management position

Nontraditional Occupation: Yes. Employers responding report that 6% of workers are female.

Turnover: The rate is 10.2% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers report their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X

The Job Market for: **Bus & Truck Mechanics**
Experienced applicants: Not Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 17 employers, representing 49 employees, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 161 -- Medium

Growth Projections: New jobs through 2002: 20
Separations to 2002: 20
Total Openings: 40

Growth Trends: The new job growth rate for this occupation is 13.3%, which is growing slower than the average job growth rate of 20.2% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 94% of workers are male, 6% female.

COOKS -- INSTITUTION OR CAFETERIA**OES 650280**

Institution or Cafeteria Cooks, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer vocational training prior to hire. Many employers express that they will accept training as a substitute for prior work experience.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months experience as a cook, food preparer, or other restaurant and food service experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	83%
Dental Insurance:	83%
Vision Insurance:	83%
Life Insurance:	33%
Paid Vacation:	83%
Paid Sick Leave:	89%
Retirement Plan:	61%

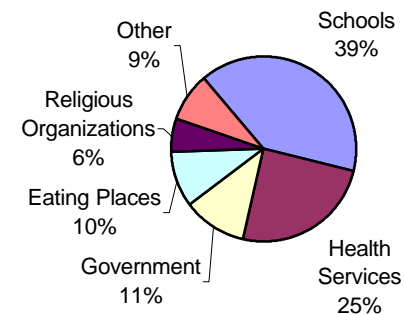
*Percentage is based on 18 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Institution and Cafeteria Cooks work full-time averaging 40 hours per week. Some work part-time at an average of 20 hours weekly.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$8.00 - 8.00	\$6.68 - 9.10	\$8.00
New Hires, With Experience:	\$5.75 - 9.67	\$6.99 - 9.21	\$8.44
After Three Years With Firm:	\$6.25 - 10.46	\$7.74 - 11.90	\$9.50

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to plan and organize the work of others
Ability to cook ethnic foods
Food baking skills
Pastry making skills
Food preparation skills
Institutional cooking skills
Meat carving skills
Food buying skills
Menu planning skills
Knowledge of proper nutrition
Ability to lift at least 30 lbs. repeatedly
Willingness to work with close supervision
Ability to work under pressure
Ability to write effectively and legibly

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Food Service Technician, Cafeteria Manager

Related DOT Code: 313.381-030, 315.361-010, 315.371-010, 315.381-010, 315.381-026

Career Ladders: May be promoted to food services supervisor, food service coordinator, head cook

Nontraditional Occupation: No. Employers responding report that 90% of workers are female.

Turnover: The rate is 7.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Most employers surveyed report their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Institution or Cafeteria Cooks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 18 employers, representing 63 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 227 -- Large

Growth Projections: New jobs through 2002: 30
Separations to 2002: 50
Total Openings: 80

Growth Trends: The new job growth rate is 14.3%, which is growing slower than the average job growth rate of 20.2% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 10% of workers are male, 90% are female.

DENTAL HYGIENISTS**OES 329080**

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require at least an associate's degree prior to hire. Some require a bachelor's degree. Additionally, it is required by the State that candidates for hire graduate from a 24-month board-approved dental hygiene program.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 24 months of prior experience as a dental hygienist.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	56%
Dental Insurance:	44%
Vision Insurance:	6%
Life Insurance:	13%
Paid Vacation:	56%
Paid Sick Leave:	50%
Retirement Plan:	38%

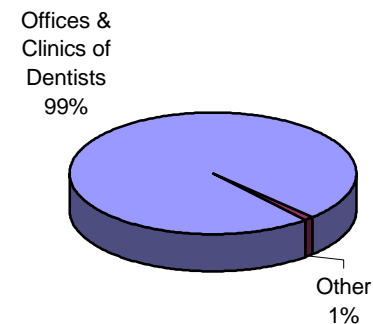
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Dental Hygienists work part-time averaging 14 hours per week. Many work full-time at an average of 30 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$24.00 - \$35.16	\$31.00
New Hires, With Experience:	\$27.00 - \$40.00	\$34.00
After Three Years With Firm:	\$30.00 - \$50.00	\$38.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to follow laboratory procedures
Ability to perform or assist with dental procedures
Understanding of good diet and nutrition
Knowledge of anesthesiology
Possession of a Radiation Safety Certificate
Ability to write effectively and legibly
General clerical & record keeping skills
Public contact skills / oral communication skills
Ability to work independently
Ability to work with close supervision
Ability to complete work thoroughly and with preciseness
Ability to read and follow instructions

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Registered Dental Hygienist

Related DOT Code: 078.361-010

Career Ladders: May be promoted to office administrative position

Nontraditional Occupation: No. Employers responding report that 97% of workers are female.

Turnover: The rate is 23.5% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, private employment agencies, and colleges/universities.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Dental Hygienists**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 16 employers, representing 34 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 101 -- Medium

Growth Projections: New jobs through 2002: 20
Separations to 2002: 10
Total Openings: 30

Growth Trends: The new job growth rate for Dental Hygienists is 22.2%, which is growing at an average rate. The average job growth rate for all occupations in the consortium is 20.2%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Gender: Employers responding indicate 3% of workers are male, 97% are female.

FINANCIAL MANAGERS**OES 130020**

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent prior to hire. Most indicate they require a bachelor's degree. Few employers express they require vocational or technical training.

Experience: All employers surveyed report that they require or prefer work-related experience. They tend to hire applicants with 12 - 60 months of accounting, mortgage, banking, computer, public service, municipal finance, and other finance-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	88%
Vision Insurance:	88%
Life Insurance:	47%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	76%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: All employers surveyed report Financial Managers work full-time averaging 44 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$23.01 - 23.01	\$23.01
New Hires, With Experience:	\$10.00 - 25.89	\$16.55
After Three Years With Firm:	\$12.71 - 31.64	\$20.47

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Finance, Insurance, & Real Estate	25.5%
Construction	9.1%
Government	5.8%
Health Services	4.2%
Canned Fruits & Vegetables	3.1%
Hotels & Motels	3.1%
Social Services	3.1%
Accounting, Auditing, & Bookkeeping	2.2%
Valves & Pipe Fittings	1.6%
Amusement & Recreation	1.6%
Religious Organizations	1.6%
Other	39.1%

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Ability to plan and organize the work of others
Report writing skills
Cost accounting skills
Understanding of regulations affecting financial institutions
Ability to apply techniques of statistical analysis
Ability to analyze securities
Financial planning skills
Budget analysis skills
Cost analysis skills
Ability to hire and assign personnel
Ability to interpret actuarial and probability of loss tables
Ability to use computers in accounting applications
Verbal presentation skills
Ability to perform advanced mathematical computations
Ability to read and comprehend information quickly

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and trade journals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Financial Managers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 17 employers, representing 40 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Finance Director, Fiscal Manager, Fiscal Officer, Chief Financial Officer, Controller

Related DOT Code: 160.167-058, 169.167-086, 186.117-070, 186.117-066, 186.117-078, 186.167-086

Career Ladders: May be promoted to vice president, chief executive officer, administrator, chief financial officer, controller

Nontraditional Occupation: No. Employers responding report that 55% of workers are female.

Turnover: The rate is 5.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Employers responding indicate few employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 407 -- Very Large

Growth Projections: New jobs through 2002: 100
Separations to 2002: 50
Total Openings: 150

Growth Trends: The new job growth rate for this occupation is 28.6%, which is growing faster than the average new job growth rate of 20.2% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years. Few anticipate new growth over this period.

Gender: Employers responding indicate 45% of workers are male, 55% female.

FIRST LINE SUPERVISORS AND MANAGERS--SALES AND RELATED**OES 410020**

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require at least a high school diploma or equivalent. A few require an associate's degree prior to hire. No employers surveyed indicate they require or prefer vocational or technical training. However, most report they will accept training as a substitute for previous experience.

Experience: Almost all employers report that they require work-related experience. They tend to hire applicants with 12 - 60 months of sales-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	94%
Dental Insurance:	88%
Vision Insurance:	88%
Life Insurance:	19%
Paid Vacation:	100%
Paid Sick Leave:	81%
Retirement Plan:	38%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all First-Line Supervisors & Managers work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 5.75	\$5.75
New Hires, With Experience:	\$6.00 - 23.01	\$13.19
After Three Years With Firm:	\$7.00 - 28.00	\$19.28

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Grocery Stores	23.2%
Automotive Dealers & Gas Stations	12.8%
Department Stores	5.2%
Apparel & Accessory Stores	5.0%
Drug Stores & Proprietary Stores	4.1%
Lumber & Other Building Materials	3.9%
Video Tape Rental	1.3%
Tour Operators	1.2%
Farm & Garden Machinery	1.2%
Hardware Stores	1.1%
Real Estate Agents & Managers	1.1%
Other	39.9%

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Ability to manage an activity or department
Ability to plan and organize the work of others
Report writing skills
Ability to apply sales techniques
Record keeping skills
Bookkeeping skills
Ability to hire and assign personnel
Verbal presentation skills
Ability to write effectively and legibly
Problem solving skills
Public contact skills
Ability to work under pressure
Customer service skills
Basic computer skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Assistant Manager, Foreman, Sales Supervisor, Assistant Grocery Manager, Front Line Manager

Related DOT Code: 185.167-046, 187.167-138, 299.137-010, 185.167-014, 185.167-026

Career Ladders: May be promoted to store manager, director of grocery operations, purchasing agent, or department manager

Nontraditional Occupation: No. Employers responding report that 32% of workers are female.

Turnover: The rate is 18.3% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: in-house promotion or transfer, newspaper ads, current employee referrals, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **First Line Supervisors & Managers -- Sales**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 16 employers, representing 60 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 840 -- Very Large

Growth Projections: New jobs through 2002: 140
Separations to 2002: 100
Total Openings: 240

Growth Trends: The new job growth rate for this occupation is 18.4%, which is growing at an average rate. The average job growth rate for all occupations in the consortium is 20.2%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 68% of workers are male, 32% are female.

FOOD PREPARATION WORKERS**OES 650380**

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report that they require a high school diploma or equivalent. Few indicate they require or prefer vocational training prior to hire. However, most express they will accept training as a substitute for prior work experience.

Experience: Many employers report that they require or prefer work-related experience. They tend to hire applicants with 3 - 6 months of food preparation or other restaurant-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	45%
Dental Insurance:	45%
Vision Insurance:	40%
Life Insurance:	20%
Paid Vacation:	45%
Paid Sick Leave:	35%
Retirement Plan:	15%

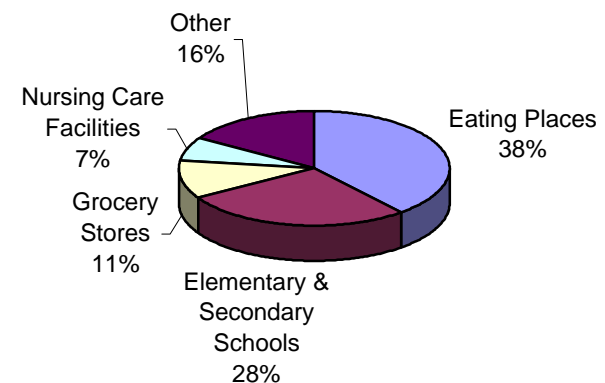
*Percentage is based on 20 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Food Preparation Workers work part-time averaging 22 hours per week. Some work full-time at an average of 38 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.16	\$5.75
New Hires, With Experience:	\$5.75 - 7.68	\$6.00
After Three Years With Firm:	\$5.75 - 9.73	\$7.25

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Sandwich making skills
Ability to operate a cash register
Salad making skills
Certified as a food handler
Knowledge of sanitary work environment
Ability to handle multiple food orders in a timely fashion
Ability to pass a pre-employment medical examination
Ability to stand continuously for 2 or more hours
Ability to work rapidly
Willingness to work with close supervision
Ability to maintain high standards of personal cleanliness
Public contact skills / people skills
Ability to work under pressure
Ability to follow oral instructions
Ability to organize work
Ability to read and follow instructions

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, current employee referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market for: **Food Preparation Workers**
Experienced applicants: Very Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 20 employers, representing 300 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Dietary Aide, Assistant Cook, Café Staff, Restaurant Worker, Cook

Related DOT Code: 313.687-010, 316.684-014, 317.384-010, 317.664-010, 317.687-010, 318.687-010, 319.484-010

Career Ladders: May be promoted to kitchen supervisor, cook, assistant manager, head cook, or head chef

Nontraditional Occupation: No. Employers responding report that 61% of workers are female.

Turnover: The rate is 84.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 764 -- Very Large

Growth Projections: New jobs through 2002: 130
Separations to 2002: 80
Total Openings: 210

Growth Trends: The new job growth rate for this occupation is 18.8%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 20.2%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 39% of workers are male, 61% are female.

GENERAL OFFICE CLERKS**OES 553470**

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report that they require a high school diploma or equivalent. Few employers indicate they require or prefer vocational training prior to hire. However, most will accept training as a substitute for previous work experience.

Experience: Almost all employers surveyed report that they require or prefer work-related experience. They tend to hire applicants with 6 - 12 months of prior bookkeeping or other clerical-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	93%
Dental Insurance:	73%
Vision Insurance:	67%
Life Insurance:	33%
Paid Vacation:	93%
Paid Sick Leave:	73%
Retirement Plan:	40%

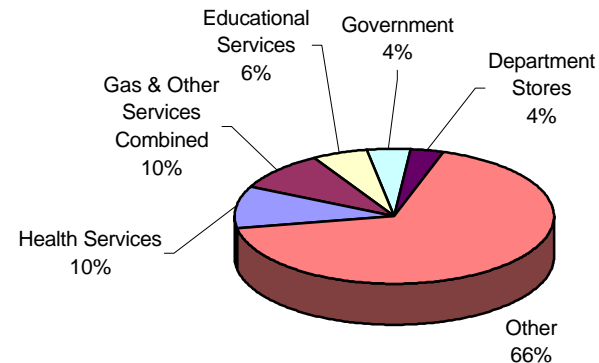
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all General Office Clerks work full-time averaging 40 hours per week. Few work part-time at an average of 20 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.00	\$6.00
New Hires, With Experience:	\$5.75 - 10.00	\$7.50
After Three Years With Firm:	\$6.50 - 12.00	\$9.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Record keeping skills
Ability to organize work
Ability to operate a 10-key adding machine by touch
English grammar, spelling, and punctuation skills
Telephone answering skills
Ability to write effectively and legibly
Ability to type at least 45 wpm
Ability to perform routine, repetitive work
Willingness to work with close supervision
Public contact skills / good people skills
Ability to work independently
Basic math skills
Ability to read and follow instructions
Oral communication skills
Word processing, database, and spreadsheet skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Office Assistant, Administrative Assistant, Administration Clerk, File Clerk

Related DOT Code: 209.562-010, 219.362-010, 245.362-014, 219.362-026

Career Ladders: May be promoted to office manager, medical biller, assistant administrator, or accountant

Nontraditional Occupation: No. Employers responding report that 100% of workers are female.

Turnover: The rate is 35.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **General Office Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 42 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 1,569 -- Very Large

Growth Projections:
New jobs through 2002: 190
Separations to 2002: 260
Total Openings: 450

Growth Trends: The new job growth rate for this occupation is 13.0%, which is growing slower than the average job growth rate of 20.2% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 0% of workers are male, 100% are female.

LICENSED VOCATIONAL NURSES**OES 325050**

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report that they require at least a high school diploma or equivalent prior to employment. Many indicate a requirement for those who have achieved an associate's degree. Persons seeking employment in this occupation must first complete a 12 - month LVN program, followed by licensing through the State of California.

Experience: Almost all employers report that they require or prefer prior work-related experience. They tend to hire applicants with 12 - 18 months experience as a licensed vocational nurse.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	73%
Vision Insurance:	73%
Life Insurance:	47%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	73%

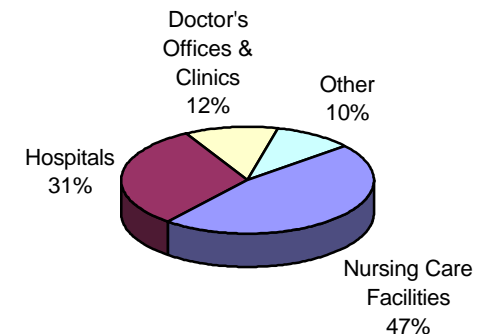
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Licensed Vocational Nurses work full-time averaging 39 hours per week. Few work part-time at an average of 20 hours weekly.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.77 - 14.00	\$11.26 - 12.49	\$12.18
New Hires, With Experience:	\$8.63 - 15.00	\$9.36 - 12.49	\$12.00
After Three Years With Firm:	\$10.50 - 15.51	\$10.56 - 13.80	\$13.80

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain insurance forms
Ability to follow laboratory procedures
Ability to provide personal services to patients
Ability to administer an electro-cardiograph (EKG) test
Record keeping skills
Ability to administer injections
Understanding of asepsis
Blood drawing skills
Inhalation therapy skills
Ability to apply transferring techniques moving patients
Ability to take vital signs
Ability to detect complications in patients
Ability to handle crisis situations
Ability to organize work
Willingness to work with close supervision
Ability to write effectively and legibly

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, colleges & universities, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Licensed Vocational Nurses**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 201 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Charge Nurse, Medication Nurses

Related DOT Code: 079.374-014

Career Ladders: May be promoted to LVN II, Medical Recorder, Staff Coordinator, Registered Nurse with additional education

Nontraditional Occupation: No. Employers responding report that 91% of workers are female.

Turnover: The rate is 27.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 233 -- Large

Growth Projections: New jobs through 2002: 40
Separations to 2002: 30
Total Openings: 70

Growth Trends: The new job growth rate for this occupation is 19.0%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 20.2%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many employers anticipate new growth in this occupation over the same period.

Gender: Employers responding indicate 9% of workers are male, 91% are female.

MACHINISTS**OES 891080**

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent. Many indicate that a high school education is not a factor in its hiring decisions. Some employers express that technical or vocational training is required or preferred prior to hire.

Experience: All employers surveyed report that they require work-related experience. They tend to hire applicants with 9 - 36 months of prior experience as a machinist.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	80%
Dental Insurance:	33%
Vision Insurance:	27%
Life Insurance:	20%
Paid Vacation:	80%
Paid Sick Leave:	20%
Retirement Plan:	20%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Machinists work full-time averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	N/A	N/A
New Hires, With Experience:	\$7.00 - \$12.40	\$9.25
After Three Years With Firm:	\$10.00 - \$17.00	\$13.00

WHERE THE JOBS ARE

Industrial & Commercial Machinery	43.6%
Valves & Pipe Fittings	5.7%
Auto & Home Supply Stores	5.7%
Help Supply Services	5.7%
Repair Services	5.7%
Plastics Products	4.6%
Motor Vehicle Supplies & New Parts	3.4%
Construction & Mining Machinery	3.4%
Other	22.2%

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate computer numerically controlled (CNC) machines
Understanding of military specifications
Shop math skills
Ability to read blueprints
Ability to write effectively and legibly
Ability to use precision tools to perform precision work
Ability to use hand tools
Manual dexterity
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 lbs. repeatedly
Ability to provide own hand tools
Willingness to work with close supervision
Ability to work independently
Ability to read and follow instructions
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Maintenance Machinist, Journeyman Machinist

Related DOT Code: 600.280-022, 600.280-026, 600.280-034, 600.280-042, 600.260-022

Career Ladders: May be promoted to supervisor

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: The rate is 13.4% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, current employee referrals, and the Internet.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		

The Job Market for: **Machinists**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Available

Employer Responses: 15 employers, representing 67 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 77 -- Small

Growth Projections:

New jobs through 2002:	30
<u>Separations to 2002:</u>	10
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 50.0%, which is growing much faster than the average new job growth rate of 20.2% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate employment in this occupation to remain stable over this period.

Gender: Employers responding indicate 100% of workers are male, 0% are female.

MAIDS AND HOUSEKEEPING CLEANERS**OES 670020**

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Few employers report that educational attainment is a factor in its hiring decisions. All employers surveyed indicate vocational training is not required or preferred prior to hire in this occupation.

Experience: Some employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of previous housekeeping experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	38%
Dental Insurance:	31%
Vision Insurance:	25%
Life Insurance:	19%
Paid Vacation:	38%
Paid Sick Leave:	38%
Retirement Plan:	6%

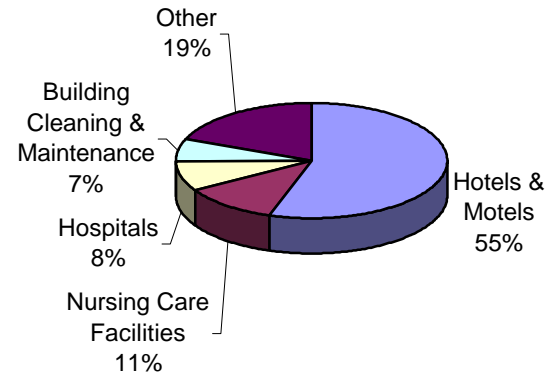
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Maids & Housekeeping Workers work part-time averaging 24 hours per week. Many work full-time at an average of 40 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.00	\$5.97
New Hires, With Experience:	\$5.75 - 7.50	\$6.00
After Three Years With Firm:	\$5.75 - 9.00	\$7.17

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate commercial laundry machines
Understanding of cleaning compounds and solutions
Ability to operate commercial vacuum cleaners
Ability to administer emergency first aid
Ability to stand for prolonged periods
Ability to lift 50 lbs. repeatedly
Possession of a reliable vehicle
Willingness to work with close supervision
Ability to work independently
Ability to follow oral instructions
People skills
Ability to read and follow instructions
Ability to organize work
Ability to write legibly

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Housekeepers, Room Attendants

Related DOT Code: 323.687-014, 323.687-010, 323.687-018

Career Ladders: May be promoted to head of housekeeping, housekeeping supervisor, or residential manager

Nontraditional Occupation: No. Employers responding report that 86% of workers are female.

Turnover: The rate is 50.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, the Employment Development Department, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market for: **Maids & Housekeeping Cleaners**
Experienced applicants: Very Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 16 employers, representing 143 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 404 -- Very Large

Growth Projections:

New jobs through 2002:	60
<u>Separations to 2002:</u>	40
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 16.2%, which is growing slower than the average job growth rate of 20.2% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Gender: Employers responding indicate 14% of workers are male, 86% are female.

MEDICAL ASSISTANTS**OES 660050**

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require a high school diploma or equivalent. Many employers indicate they require or prefer training prior to employment. Medical Assistants are not licensed, certified, or registered by the state. The work site must have documentation of training completion and the supervising physician must be on the premises.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 18 months experience in a medical-related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	88%
Dental Insurance:	44%
Vision Insurance:	38%
Life Insurance:	19%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	31%

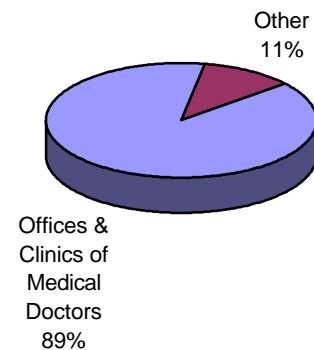
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Medical Assistants work full-time averaging 40 hours per week. Some work "on-call" at an average of 16 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - \$8.22	\$7.00
New Hires, With Experience:	\$6.00 - \$9.00	\$8.11
After Three Years With Firm:	\$7.50 - \$11.00	\$9.50

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain medical insurance forms
Ability to transcribe medical records and reports
Ability to administer an electro-cardiograph (EKG) test
Ability to administer injections
Ability to apply sterilization techniques
Blood drawing skills
Understanding of inventory techniques
Ability to follow billing procedures
Telephone answering skills
Ability write effectively and legibly
Knowledge of medical terminology
Ability to handle crisis situations
Willingness to work with close supervision
Oral communication skills
Ability to work independently

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Certified Medical Assistant, Medical Office Assistant

Related DOT Code: 079.362-010

Career Ladders: May be promoted to supervisor, billing supervisor, office manager

Nontraditional Occupation: No. Employers responding report that 95% of workers are female.

Turnover: The rate is 26.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, colleges, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Medical Assistants**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 16 employers, representing 93 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 173 -- Medium

Growth Projections:
New jobs through 2002: 40
Separations to 2002: 20
Total Openings: 60

Growth Trends: The new job growth rate for Medical Assistants is 26.7%, which is growing faster than the average new job growth rate of 20.2% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Gender: Employers responding indicate 5% of workers are male, 95% are female.

MEDICAL SECRETARIES**OES 551050**

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Few require an associate's degree. Few employers require or prefer vocational training prior to hire. However, many express that they will accept training as a substitute for experience.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months experience as a medical secretary, other secretarial work, or working in a medical-related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	73%
Dental Insurance:	33%
Vision Insurance:	33%
Life Insurance:	13%
Paid Vacation:	87%
Paid Sick Leave:	80%
Retirement Plan:	27%

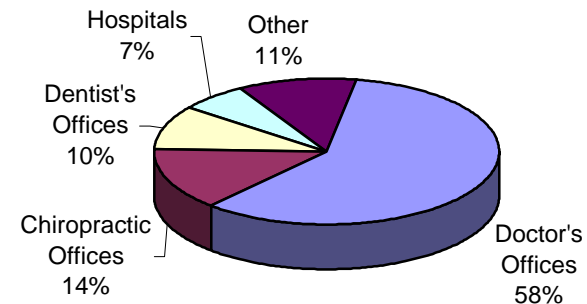
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Medical Secretaries work full-time averaging 39 hours per week. Some work part-time at an average of 22 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - 8.18	\$7.00
New Hires, With Experience:	\$7.00 - 9.50	\$8.00
After Three Years With Firm:	\$7.50 - 11.00	\$10.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain insurance forms
Proofreading skills
Ability to operate a transcribing machine
Ability to follow billing procedures
Ability to use word processing software
Certified in Medical Transcription as a CMT
Telephone answering skills
Ability to write effectively and legibly
Knowledge of medical terminology
Ability to maintain an appointment calendar
Ability to type at least 60 words per minute
Willingness to work with close supervision
Ability to read and follow directions
Oral communication skills / people skills
General computer skills

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Medical Secretaries**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 28 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Medical Receptionists, Medical Transcriptionists, Medical Recorders

Related DOT Code: 201.362-014

Career Ladders: May be promoted to office manager, administrator, billing supervisor

Nontraditional Occupation: No. Employers responding report that 96% of workers are female.

Turnover: The rate is 17.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 131 -- Medium

Growth Projections: New jobs through 2002: 20
Separations to 2002: 20
Total Openings: 40

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing slower than the average new growth rate of 20.2% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 4% of workers are male, 96% are female.

STOCK CLERKS -- SALES FLOOR**OES 490210**

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent. All employers surveyed indicate previous training is neither required nor preferred, and is not a factor in hiring decisions.

Experience: Few employers report that they require or prefer work-related experience. Those seeking experienced employees, however, tend to hire applicants with 3 - 12 months of experience as a stock clerk, warehouse worker, or related sales field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	84%
Dental Insurance:	74%
Vision Insurance:	58%
Life Insurance:	16%
Paid Vacation:	84%
Paid Sick Leave:	63%
Retirement Plan:	26%

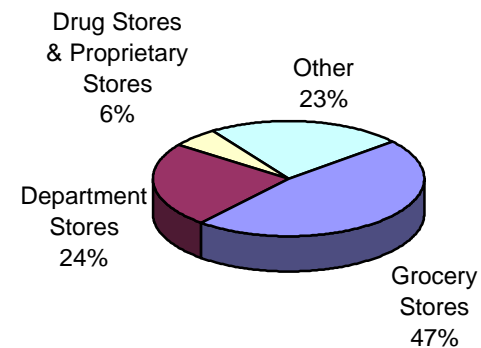
*Percentage is based on 19 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Stock Clerks work full-time averaging 40 hours per week. Many work part-time at an average of 19 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.48	\$5.75
New Hires, With Experience:	\$5.75 - 8.00	\$6.00
After Three Years With Firm:	\$5.75 - 12.60	\$7.75

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate a fork lift
Record keeping skills
Cash handling skills
Understanding of inventory techniques
Ability to organize work
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 lbs. repeatedly
Willingness to work with close supervision
Ability to work independently
Customer service skills
Ability to follow oral instructions
Basic math skills
Ability to read and follow instructions
Oral communication skills
Basic computer skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Stocker, Receiving Clerk, Associates, Warehouseman

Related DOT Code: 299.367-014, 299.677-014

Career Ladders: May be promoted to grocery manager, inside salesman, head stockperson, head clerk, merchandising assistant, or other managerial positions

Nontraditional Occupation: No. Employers responding report that 56% of workers are female.

Turnover: The rate is 34.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, newspaper ads, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X

The Job Market for: **Stock Clerks**
Experienced applicants: Not Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 19 employers, representing 327 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 619 -- Very Large

Growth Projections: New jobs through 2002: 50
Separations to 2002: 90
Total Openings: 140

Growth Trends: The new job growth rate for this occupation is 8.5%, which is growing slower than the average job growth rate of 20.2% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate employment to remain stable over this period.

Gender: Employers responding indicate 44% of workers are male, 56% are female.

TEACHERS -- PRESCHOOL**OES 313030**

Preschool Teachers instruct children (normally up to 5 years of age) in activities to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require at least a high school diploma or equivalent prior to employment. Further, they indicate additional training or certification is necessary. Almost all employers report that the completion of 12 units of early childhood education is a requirement for those seeking to be hired.

Experience: Almost all employers report that they require or prefer work-related experience prior to employment. They tend to hire applicants with 6 - 12 months of daycare experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	37%
Dental Insurance:	26%
Vision Insurance:	21%
Life Insurance:	0%
Paid Vacation:	63%
Paid Sick Leave:	58%
Retirement Plan:	26%

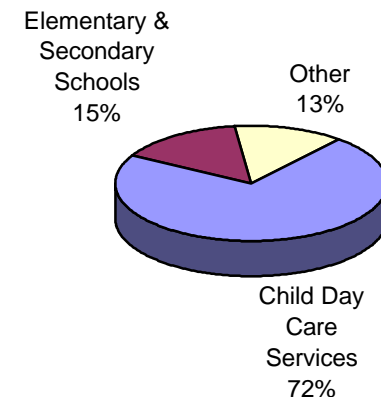
*Percentage is based on 19 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Preschool Teachers work full-time averaging 39 hours per week. Many work part-time at an average of 23 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 13.91	\$9.68
New Hires, With Experience:	\$5.75 - 13.91	\$6.00
After Three Years With Firm:	\$6.35 - 17.60	\$8.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to work well with children
Ability to administer emergency first aid and CPR
Ability to exercise patience
Ability to work under pressure
Understanding of a variety of cultures
Problem solving skills
Oral reading skills
Artistic skills
Musical skills
Classroom management and record keeping skills
Ability to operate audiovisual equipment
Ability to write effectively and legibly
Ability to apply principles of recreation
Possession of a clean police record
Ability to work independently
Willingness to work with close supervision

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges or universities, current employee referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Preschool Teachers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 19 employers, representing 92 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Child Care Teacher, Teacher

Related DOT Code: 092.227-018

Career Ladders: May be promoted to head teacher or assistant director

Nontraditional Occupation: No. Employers responding report that 99% of workers are female.

Turnover: The rate is 14.1% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 179 -- Medium

Growth Projections: New jobs through 2002: 50
Separations to 2002: 20
Total Openings: 70

Growth Trends: The new job growth rate for this occupation is 33.3%, which is growing much faster than the average new job growth rate of 20.2% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth.

Gender: Employers responding indicate 1% of workers are male, 99% are female.

TEACHERS -- SPECIAL EDUCATION**OES 313110**

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. They include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require a bachelor's degree prior to hiring an applicant for this occupation. Graduate study is consistent with the State of California's credentialing requirements for Special Education Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the

Experience: Some employers report that they require or prefer previous work-related experience. They tend to hire applicants with 12 months of prior teaching experience. Those not requiring previous experience still require student teaching, in accordance with state regulations.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	33%
Paid Vacation:	40%
Paid Sick Leave:	100%
Retirement Plan:	93%

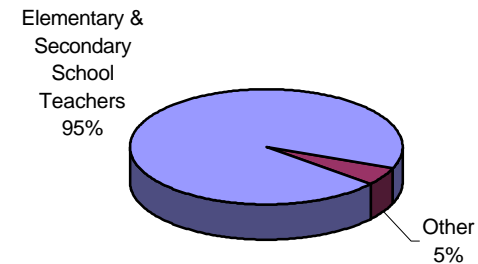
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Special Education Teachers work full-time for an average of 38 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$12.55 - 15.69	\$14.38
New Hires, With Experience:	\$13.07 - 18.08	\$15.73
After Three Years With Firm:	\$13.68 - 23.01	\$17.18

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to work with students with disabilities
Ability to teach physical education
Ability to sign
Ability to read lips is desirable
Ability to read Braille is desirable
Ability to use computers as a teaching tool
Classroom management skills
Ability to plan and organize training programs
Ability to write effectively and legibly
Ability to handle crisis situations
Imagination and creativity
Ability to maintain classroom discipline
Ability to exercise patience
Basic math skills
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Teacher, Resource Specialist Teacher

Related DOT Code: 094.227-030, 094.224-010, 094.227-022, 094.224-014, 094.224-018

Career Ladders: May be promoted to director of special education or other administrative positions

Nontraditional Occupation: No. Employers responding report that 75% of workers are female.

Turnover: The rate is 16.5% for employees in this occupation over the past 12 months.

Unionization: Yes. All employers surveyed report they are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, colleges or universities, and the Internet.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Special Education Teachers**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 15 employers, representing 224 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 289 -- Large

Growth Projections:

New jobs through 2002:	120
<u>Separations to 2002:</u>	30
Total Openings:	150

Growth Trends: The new job growth rate for this occupation is 54.5%, which is growing much faster than the average new job growth rate of 20.2% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 25% of workers are male, 75% are female.

WAITERS AND WAITRESSES**OES 650080**

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Please do not include workers who only work at counters.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Some employers report that they require a high school diploma or equivalent prior to hire. Most, however, indicate that education is not a hiring consideration for this occupation. All employers surveyed indicate training is neither required nor preferred, and is not a factor in hiring decisions.

Experience: Many employers report that they require or prefer work-related experience. They tend to hire applicants with 3 - 36 months of experience as a waiter, cashier, hostess, or busperson within a restaurant.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	41%
Dental Insurance:	29%
Vision Insurance:	24%
Life Insurance:	6%
Paid Vacation:	35%
Paid Sick Leave:	18%
Retirement Plan:	24%

*Percentage is based on 17 employers responding to this particular question.

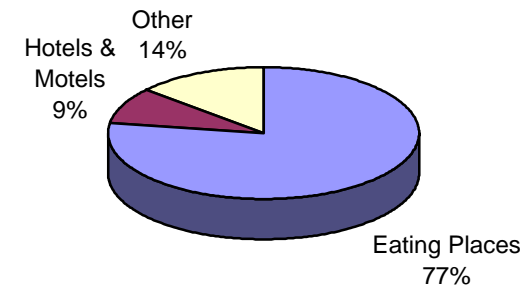
HOURS AND WAGES

Hours: Most Waiters and Waitresses work part-time averaging 39 hours per week. Some work full-time at an average of 23 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 5.75	\$5.75
New Hires, With Experience:	\$5.75 - 5.75	\$5.75
After Three Years With Firm:	\$5.75 - 6.00	\$5.75

* Almost all employers report that employees earn tips in addition to these wages.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Cash handling skills
Ability to operate a cash register
Ability to stand continuously for 2 or more hours
Ability to lift at least 30 lbs. repeatedly
Good grooming skills
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Customer service skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Server, Food Server

Related DOT Code: 311.477-010, 311.477-026, 311.477-030, 311.674-018, 350.677-030, 352.677-018

Career Ladders: May be promoted to service coordinator, supervisor, floor manager, or manager

Nontraditional Occupation: No. Employers responding report that 87% of workers are female.

Turnover: The rate is 42.7% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Waiters & Waitresses**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 206 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1999 Employment: 906 -- Very Large

Growth Projections:
New jobs through 2002: 150
Separations to 2002: 310
Total Openings: 460

Growth Trends: The new job growth rate for this occupation is 18.3%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 20.2%. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth.

Gender: Employers responding indicate 13% of workers are male, 87% are female.

*SUMMARY OF
OCCUPATIONS & WAGES
1996 - 1999*

Occupations & Wages

Occupational Title	Survey Year	Entry Level/ No Experience	Experience/ New to Firm	3+ Yrs Experience with Firm
Accountants and Auditors	1999	\$10.23 - 11.62 (10.23) UNION (11.62)	\$10.00 - 28.77 (14.10) UNION (14.17)	\$13.80 - 42.62 (17.24) UNION (15.63)
Amusement and Recreation Attendants	1997	\$5.00 - 6.00 (5.00)	\$5.00 - 7.00 (6.00)	\$6.00 - 9.10 (7.00)
Assemblers and Fabricators	1996	\$4.25 - 6.50 (5.25)	\$4.25 - 7.50 (6.50)	\$6.00 - 10.00 (8.00)
Automotive Body and Related Repairers	1997	\$5.00 - 8.00 (5.00)	\$6.50 - 15.00 (12.00)	\$11.00 - 21.58 (16.78)
Automotive Mechanics	1999	\$7.00 - 10.00 (7.19)	\$5.99 - 17.00 (12.00)	\$8.00 - 21.88 (17.00)
Bakers	1999	\$5.75 - 8.00 (6.05)	\$5.75 - 8.50 (6.50)	\$6.50 - 15.50 (9.00)
Billing, Cost, and Rate Clerks	1999	\$5.75 - 9.59 (6.50)	\$5.75 - 10.00 (8.00)	\$7.50 - 13.00 (10.00)
Bookkeeping, Accounting, and Auditing Clerks	1996	\$6.00 - 10.50 (8.32) UNION (N/A)	\$7.00 - 12.00 (9.19) UNION (10.64)	\$5.00 - 15.00 (11.13) UNION (11.51)
Bus and Truck Mechanics and Diesel Engine Specialists	1999	\$9.28 - 10.65 (N/A) UNION (9.97)	\$8.50 - 15.87 (12.03) UNION (10.78)	\$11.00 - 21.00 (15.00) UNION (13.41)
Cabinetmakers & Bench Carpenters	1997	\$5.00 - 7.50 (6.00)	\$6.00 - 10.00 (8.50)	\$9.00 - 15.00 (10.25)
Carpenters	1997	\$5.00 - 9.00 (6.00) UNION (8.70)	\$7.00 - 18.22 (11.00) UNION (9.13)	\$8.00 - 19.00 (14.00) UNION (15.83)
Cashiers	1997	\$5.00 - 7.50 (5.00) UNION (8.70)	\$5.00 - 8.00 (6.00) UNION (9.13)	\$5.45 - 10.00 (7.00) UNION (15.83)
Child Care Workers	1997	\$5.00 - 7.11 (5.25)	\$5.00 - 9.94 (6.00)	\$5.00 - 10.98 (7.00)
Computer Support Specialists	1996	\$9.00 - 16.00 (13.49) UNION (10.84)	\$10.05 - 25.00 (17.24) UNION (12.49)	10.05 - 27.75 (19.91) UNION (13.91)
Cooks- Institution or Cafeteria	1999	\$6.68 - 9.10 (8.00) UNION (8.00)	\$5.90 - 9.67 (7.50) UNION (8.52)	\$6.25 - 11.90 (8.50) UNION (9.64)
Cooks-Restaurant	1997	\$5.00 - 7.50 (5.00)	\$5.00 - 10.00 (6.50)	\$6.00 - 12.00 (8.00)
Construction & Building Inspectors	1998	\$10.25 - 13.60 (10.23) UNION (12.49)	\$10.25 - 16.50 (14.00) UNION (14.12)	\$15.25 - 20.00 (16.00) UNION (17.00)
Correctional Aides	1996	\$8.82 - 10.32	N/A	\$10.90 - 12.55
Correctional Officers	1996	\$9.10 - 11.21 (10.37)	\$9.55 - 13.19 (11.18)	\$11.10 - 18.56 (13.61)
Counter & Rental Clerks	1997	\$5.00 - 6.62 (5.00)	\$5.00 - 10.00 (6.00)	\$6.00 - 15.00 (7.00)
Customer Service Representatives	1996	\$5.00 - 9.00 (7.00)	\$5.25 - 11.00 (7.00)	\$6.00 - 16.00 (8.00)
Dental Assistants	1996	\$6.00 - 10.75 (6.75)	\$7.00 - 13.00 (9.00)	\$10.00 - 17.25 (12.00)

Dental Hygienists	1999	\$24.00 - 35.16 (31.00)	\$27.00 - 40.00 (34.00)	\$30.00 - 50.00 (38.00)
Deputy Probation Officer I	1996	\$10.30 - 11.47 (11.01)	\$10.85 - 12.04 (11.57)	\$11.95 - 13.13 (12.75)
Deputy Probation Officer II	1996	N/A	\$11.35 - 12.63 (12.08)	\$13.85 - 15.35 (14.79)
Deputy Probation Officer III	1996	N/A	\$13.32 - 13.88 (13.60)	\$16.48 - 16.87 (16.67)
Deputy Sheriffs	1996	\$11.20 - 13.25 (12.34)	\$11.75 - 13.92 (12.86)	\$13.00 - 15.35 (14.31)
Dispatchers	1996	\$8.25 - 11.35		\$9.70 - 13.79
Drafters	1998	\$8.50 - 12.00 (12.00)	\$8.00 - 19.25 (13.50)	\$13.00 - 24.00 (17.00)
Emergency Medical Technicians	1997	\$5.00 - 6.00 (5.50)	\$6.00 - 7.00 (6.50)	\$7.00 - 9.00 (8.00)
		UNION (5.35)	UNION (6.09)	UNION (6.83)
Evidence Technicians	1996	N/A	\$9.80	\$11.95
Farm Equipment Operators	1998	\$5.75 - 7.00 (6.00)	\$6.00 - 10.00 (6.50)	\$7.00 - 12.00 (7.71)
Financial Manager	1999	\$23.01 - 23.01 (23.01)	\$10.00 - 25.89 (16.33)	\$12.71 - 31.64 (19.85)
		UNION (N/A)	UNION (19.29)	UNION (22.35)
Firefighters	1998	\$5.75 - 9.78 (5.75)	\$7.00 - 13.50 (10.57)	\$10.00 - 14.25 (10.96)
First Line Supervisor & Managers--Clerical/Admin	1998	\$9.50 - 11.75 (10.00)	\$8.50 - 18.00 (13.69)	\$9.50 - 21.25 (15.00)
First Line Supervisor & Managers--Sales	1999	\$5.75 - 5.75 (5.75)	\$6.00 - 23.01 (13.19)	\$7.00 - 28.00 (19.28)
Fish & Game Wardens	1996	\$12.95 - 15.40	\$13.87 - 16.60	\$16.60 - 20.00
Food Preparation Workers	1999	\$5.75 - 7.16 (5.75)	\$5.75 - 7.68 (6.00)	\$5.75 - 9.73 (7.25)
		UNION (6.70)	UNION (6.96)	UNION (8.94)
Food Service Manager	1997	\$6.50 - 10.29 (7.46)	\$7.00 - 10.55 (8.56)	\$7.50 - 12.00 (10.00)
		UNION (8.61)	UNION (8.79)	UNION (11.40)
General Managers/Top Executives	1997	\$10.29 - 21.65 (12.64)	\$14.03 - 25.09 (20.58)	\$16.83 - 30.88 (26.20)
General Office Clerks	1999	\$5.75 - 7.00 (6.00)	\$5.75 - 10.00 (7.00)	\$6.50 - 12.00 (8.50)
		UNION (N/A)	UNION (8.80)	UNION (10.38)
Guards & Watch Guards	1998	\$6.00 - 8.00 (6.50)	\$6.50 - 10.00 (8.00)	\$7.00 - 12.00 (9.00)
Hairdressers, Hairstylist & Cosmetologists	1998	\$5.75 - 8.50 (7.25)	\$7.00 - 9.00 (8.00)	\$9.50 - 12.00 (10.50)
Hand Packers and Packagers	1997	\$5.00 - 11.37 (5.00)	\$5.00 - 12.82 (6.00)	\$5.00 - 13.44 (7.00)
Heating, Air Conditioning & Refrigeration Mechanics	1998	\$5.75 - 14.44 (8.00)	\$8.00 - 17.00 (12.00)	\$10.00 - 27.82 (15.00)
		UNION (11.55)	UNION (15.91)	UNION (16.70)
Highway Patrol Officers	1996	\$15.80 - 18.86	\$18.21 - 22.12	\$19.03 - 25.83
Hotel Desk Clerks	1997	\$5.00 - 6.00 (5.25)	\$5.00 - 7.48 (5.63)	\$5.00 - 7.50 (6.75)
Industrial Truck, Tractor (forklift) Operators	1997	\$5.00 - 8.60 (6.25)	\$5.50 - 13.44 (6.75)	\$6.50 - 16.72 (9.00)
Instructional Aides	1997	\$5.00 - 8.87 (6.24)	\$5.00 - 11.80 (6.75)	\$5.00 - 13.01 (7.30)
		UNION (7.50)	UNION (7.98)	UNION (8.97)
Instructors & Coaches-Sports & Physical Training	1996	\$5.00 - 12.00 (10.36)	\$6.00 - 13.50 (11.75)	\$8.00 - 15.00 (13.95)
Janitors & Cleaners, Except Maids & Housekeeping	1998	\$5.75 - 10.00 (6.23)	\$5.75 - 11.36 (6.75)	\$5.75 - 13.50 (7.75)
		UNION (8.43)	UNION (9.13)	UNION (10.43)

Laborers, Landscaping & Groundskeeping	1998	\$5.75 - 11.13 (7.00) UNION (10.08)	\$6.50 - 12.88 (9.00) UNION (10.36)	\$8.00 - 15.00 (12.00) UNION (11.94)
Licensed Vocational Nurses	1999	\$9.96 - 14.00 (12.18) UNION (11.88)	\$8.63 - 15.00 (12.08) UNION (11.26)	\$10.50 - 15.51 (14.13) UNION (13.04)
Machinists	1999	N/A	\$7.00 - 12.40 (8.63) UNION (12.40)	\$10.00 - 17.00 (13.00) UNION (14.50)
Maids and Housekeeping Cleaners	1999	\$5.75 - 7.00 (5.94) UNION (6.58)	\$5.75 - 7.50 (6.00) UNION (6.58)	\$5.75 - 9.00 (7.23) UNION (6.58)
Maintenece Repairers, General Utility	1996	\$5.00 - 7.20 (6.10) UNION (N/A)	\$7.00 - 13.25 (10.00) UNION (11.00)	\$7.00 - 16.50 (12.00) UNION (13.00)
Marketing, Advertising, & Public Relations Manager	1998	\$10.00 - 13.50 (12.47)	\$11.00 - 17.75 (14.86)	\$14.50 - 20.50 (16.30)
Medical Assistants	1999	\$6.00 - 8.22 (7.00)	\$6.00 - 9.00 (8.11)	\$7.50 - 11.00 (9.50)
Medical Secretaries	1999	\$6.00 - 8.18 (7.00)	\$7.00 - 9.50 (8.00)	\$7.50 - 11.00 (10.00)
Nurse Aides, Orderlies, Attendants	1996	\$5.50 - 7.50 (6.00)	\$6.00 - 8.00 (6.50)	\$7.00 - 10.00 (7.51)
Nursery Workers	1996	\$4.25 - 5.50 (4.75)	\$4.25 - 6.00 (5.28)	\$5.75 - 9.00 (7.10)
Operating Engineers	1997	\$8.00 - 12.80 (9.00) UNION (10.33)	\$9.00 - 25.83 (13.50) UNION (12.37)	\$10.68 - 25.83 (16.50) UNION (14.15)
Paramedics	1997	\$9.00 - 9.00 (9.00) UNION (7.05)	\$9.50 - 12.00 (9.50) UNION (7.85)	\$9.50 - 14.00 (11.00) UNION (8.65)
Parole Agent I	1996	N/A	\$18.48	\$21.39
Payroll & Timekeeping Clerks	1996	\$6.25 - 11.00 (9.00)	\$7.50 - 13.25 (9.89)	\$8.25 - 15.00 (11.51)
Phlebotomists	1998	\$7.00 - 9.00 (8.00)	\$8.00 - 12.00 (10.00)	\$9.00 - 14.00 (12.00)
Physical Therapy Aides	1998	\$5.75 - 8.00 (6.50)	\$6.50 - 9.00 (7.00)	\$8.00 - 11.00 (9.50)
Physical Therapy Assistants	1998	\$12.00 - 16.00 (15.00)	\$13.00 - 18.00 (16.00)	\$15.00 - 20.00 (18.00)
Police Investigators	1996	N/A	\$13.07 - 13.98 (13.37)	\$15.89 - 17.00 (16.26)
Police Patrol Officers	1996	\$11.16 - 15.08 (12.44)	\$11.72 - 15.83 (13.13)	\$12.66 - 17.45 (14.32)
Purchasing Agents & Buyers Farm Products	1996	\$8.00 - 12.50 (10.25)	\$10.00 - 24.00 (14.50)	\$12.00 - 25.00 (17.25)
Receptionists & Information Clerks	1996	\$5.50 - 9.50 (7.19)	\$6.00 - 10.00 (7.67)	\$7.00 - 11.00 (8.91)
Recreation Workers	1997	\$5.00 - 12.00 (6.00)	\$5.50 - 13.00 (7.10)	\$7.00 - 15.00 (8.67)
Registered Nurses	1996	\$14.25 - 14.25 (N/A) UNION (14.28)	\$10.97 - 19.00 (16.75) UNION (14.06)	\$13.25 - 26.00 (18.64) UNION (15.07)
Salespersons - Parts	1996	\$4.75 - 7.00 (6.00)	\$6.00 - 8.00 (7.00)	\$7.00 - 13.00 (9.00)
Salespersons - Retail (Except Vehicle Sales)	1996	\$4.25 - 6.00 (5.00)	\$4.25 - 6.50 (5.50)	\$4.75 - 8.00 (6.25)
Secretaries, Except Legal & Medical	1998	\$6.00 - 10.50 (8.00)	\$8.00 - 11.00 (9.86)	\$10.00 - 14.00 (12.00)
Social Workers, Except Medical & Psychiatric	1998	\$6.00 - 11.25 (9.39)	\$7.00 - 13.50 (11.99)	\$8.00 - 15.25 (13.29)
Stock Clerks - Sales Floor	1999	\$5.75 - 7.48 (5.75)	\$5.75 - 8.00 (6.00)	\$5.75 - 12.60 (7.75)
Teachers, Elementary School	1997	\$6.00 - 16.17 (12.50)	\$6.00 - 18.13 (13.81)	\$7.00 - 19.82 (14.27)

		UNION (13.51)	UNION (15.79)	UNION (17.37)
Teachers, Preschool	1999	\$5.75 - 13.91 (5.88)	\$5.75 - 9.19 (6.00)	\$6.35 - 10.84 (7.50)
		UNION (13.64)	UNION (13.36)	UNION (15.14)
Teachers, Secondary School	1998	\$11.20 - 20.75 (20.42)	\$13.43 - 23.50 (23.00)	\$13.43 - 30.00 (28.23)
		UNION (13.31)	UNION (15.79)	UNION (18.23)
Teachers, Special Education	1999	\$12.55 - 15.69 (N/A)	\$13.07 - 18.08 (N/A)	\$13.68 - 23.01 (N/A)
		UNION (14.38)	UNION (15.73)	UNION (17.18)
Telephone & Cable TV Installers & Repairers	1998	\$7.00 - 9.25 (8.00)	\$8.00 - 10.00 (9.75)	\$10.00 - 13.00 (11.93)
Traffic, Shipping & Receiving Clerks	1996	\$5.50 - 9.00 (7.25)	\$5.50 - 11.50 (8.00)	\$8.00 - 14.00 (10.00)
		UNION (8.00)	UNION (12.00)	UNION (18.50)
Truck Drivers, Heavy or Tractor Trailer	1996	\$5.50 - 10.00 (9.00)	\$7.50 - 19.50 (10.50)	\$10.00 - 19.50 (12.50)
		UNION (N/A)	UNION (14.00)	UNION (17.00)
Truck Drivers, Light	1997	\$5.00 - 9.00 (6.00)	\$5.50 - 9.00 (7.00)	\$7.00 - 11.75 (8.00)
		UNION (14.16)	UNION (20.00)	N/A
Vehicle Salespersons, Retail	1997	\$4.80 - 11.51 (8.91)	\$5.66 - 19.18 (14.38)	\$5.66 - 28.77 (23.97)
Veterinary Assistants	1998	\$5.75 - 7.00 (5.88)	\$6.50 - 11.00 (7.50)	\$8.00 - 13.00 (9.00)
Waiters And Waitresses	1999	\$5.75 - 5.75 (5.75)	\$5.75 - 5.75 (5.75)	\$5.75 - 5.75 (5.75)
Welders & Cutters	1998	\$6.00 - 11.50 (7.00)	\$7.00 - 18.00 (8.13)	\$9.00 - 21.00 (11.25)

1999 - 2000

NORTH CENTRAL COUNTIES CONSORTIUM

TRAINING

DIRECTORY

OVERVIEW

The *1999/2000 North Central Counties Training Directory* is produced as part of the statewide CCOIS. The development of this directory is through a cooperative effort between the North Central Counties Consortium Private Industry Council, the Labor Market Information Division of the State of California Employment Development Department, and the California Occupational Information Coordinating Committee (COICC).

The COICC is under federal mandate to develop a statewide Occupational Information System (OIS) to meet the information needs of vocational education planners and administrators and the career information needs of youth and adults.

The purpose of this directory is to provide basic information on the training programs available to residents of Colusa, Glenn, Lake, Sutter and Yuba Counties. Unless otherwise noted, the programs listed are those which prepare persons for entry into one or more specific occupations.

Users of this directory should note we do not endorse or recommend any particular schools or training providers of programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Please contact the schools or training providers directly to verify the information. Please let us know if there are additional programs that should be included in future editions of this directory.

HOW CAN I USE THIS DIRECTORY?

The data in this directory is intended for use by various workforce development agencies, training providers, organizations, and individuals. Some of the ways in which this directory can be used are as follows:

- It can be used as a reliable reference resource for career and vocational training programs available throughout the North Central Counties Consortium.

- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

Job Training Partnership Act (JTPA) Funding and Department of Education Pell Grants

Many of the students taking the vocational or post secondary provider programs listed in this directory receive financial assistance through federal Job Training Partnership Act (JTPA) aid or Department of Education Pell Grants or other program sources. The JTPA Act was enacted in 1982 to provide job training to unemployed, dislocated workers, older workers, veterans, disabled, low-income adults and youth facing barriers to employment.

Pell Grants to support training or related expenses are available to individuals who meet certain federal criteria, including low income, educational and other needs measures. Pell Grant funds are administered by Pell-eligible education and training institutions. Federal policies and procedures provide for a coordination of JTPA aid and Pell Grant awards.

Accreditation recognized by the Department of Education is necessary for students to be eligible to participate in federal student loan programs. Accreditation also provides funding protection for students in JTPA aided trainer provider programs.

Local Training Providers

Training is provided in the Consortium for the following occupations that were surveyed in 1999. In addition to the training providers and programs included in this directory, universities and colleges in adjacent counties that provide training programs applicable to occupations surveyed have been included. Please refer to updated course catalogs or contact providers directly for current information. Information about the training programs may be found on the following pages:

Accountants and Auditors

Lake County Regional Occupational Program
Tri-County Regional Occupational Program
Yuba College Colusa County Center
Yuba College Lake County Center
Yuba College Main Campus

Automotive Mechanics

Glenn County Regional Occupational Program
Lake County Regional Occupational Program
Mendocino College Lake County Center
Tri-County Regional Occupational Program
Yuba College Main Campus

Bakers - Bread and Pastry

Northern California Food Service & Baking School

Billing, Cost, and Rate Clerks

Glenn County Regional Occupational Program
Lake County Regional Occupational Program
Tri-County Regional Occupational Program
Yuba College Colusa County Center
Yuba College Lake County Center
Yuba College Main Campus

Bus and Truck Mechanics and Diesel Engine Specialists

Glenn County Regional Occupational Program
Lake County Regional Occupational Program
Mendocino College Lake County Center
Tri-County Regional Occupational Program

	Yuba College Main Campus
Cooks - Institution or Cafeteria	Glenn County Regional Occupational Program Tri-County Regional Occupational Program
Dental Hygienists	Sacramento City College
Financial Managers	Tri-County Regional Occupational Program Yuba College Lake County Center Yuba College Main Campus
First Line Supervisors and Manager/Supervisors -- Sales	Glenn County Regional Occupational Program Tri-County Regional Occupational Program Yuba College Lake County Center Yuba College Main Campus
Food Preparation Workers	Glenn County Regional Occupational Northern California Food Service & Baking School Tri-County Regional Occupational Program Yuba College Lake County Center
General Office Clerks	Glenn Adult Program Glenn County Regional Occupational Program Lake County Regional Occupational Program Tri-County Regional Occupational Program Yuba College Colusa County Center Yuba College Lake County Center Yuba College Main Campus
Licensed Vocational Nurses	Glenn Adult Program Glenn County Regional Occupational Program Lake County Regional Occupational Program Tri-County Regional Occupational Program Yuba College Main Campus

Machinists

Glenn County Regional Occupational Program
Tri-County Regional Occupational Program
Yuba College Main Campus

Maids and Housekeeping Cleaners

Glenn County Regional Occupational Program

Medical Assistants

Glenn Adult Program
Glenn County Regional Occupational Program
Lake County Regional Occupational Program
Tri-County Regional Occupational Program
Yuba College Lake County Center
Yuba College Main Campus

Medical Secretaries

Glenn Adult Program
Glenn County Regional Occupational Program
Lake County Regional Occupational Program
Tri-County Regional Occupational Program
Yuba College Lake County Center
Yuba College Main Campus

Teachers - Preschool

Glenn Adult Program
Glenn County Regional Occupational Program
Lake County Regional Occupational Program
Tri-County Regional Occupational Program
Yuba College Lake County Center
Yuba College Main Campus

Teachers - Special Education

California State University, Chico
Chapman University - Diamond Springs Learning Center

Training is not provided within the Consortium for these occupations that were surveyed in 1999:

**Stock Clerks - Sales Floor
Waiters and Waitresses**

Local Training Providers

California State University, Chico
400 W. First Street, Chico, CA 95929
(530) 898-INFO
Fax: (530) 898-4020
Internet address: www.csuchico.edu

Available Services:

Career Counseling
Career Development
Distance Learning
Financial Aid
Job Placement Services
On-Site Child Care
Veteran Approved

Occupational Objective

Special Education Teacher

Chapman University - Diamond Springs Learning Center
694 Pleasant Valley Road, Suite 9, Diamond Springs, CA 95619
(530) 621-1708
Fax: (530) 621-0117
Internet address: www.chapman.edu
E-mail: tc@nexus.chapman.edu

Available Services:

Academic Advising
Career Counseling

Distance Learning
Financial Aid
Learning Disabilities Program
Tutorial Services
Veteran Approved

Occupational Objective

Special Education Teacher

Glenn Adult Program

Glenn County Office of Education
525 West Sycamore Street, Willows, CA 95988
(530) 934-6575 ext. 14
Fax: (530) 934-6575
Internet Address: www.glenn-co.k12.ca.us/gcoe
E-mail: rguyer@glenn-co.k12.ca.us

Available Services:

Open Entry/Open Exit

Occupational Objective

Administrative Assistant/Secretarial Science
Child Care Provider/Assistant
General Office/Clerical and Typing Services
Home Health Aide
Information Processing/Data Entry Technician
Nurse Assistant/Aide

Glenn County Regional Occupational Program

Glenn Office of Education

525 West Sycamore Street, Willows, CA 95988

(530) 934-6575 ext. 25

Fax: (530) 934-6575

Internet Address: www.glenn-co.k12.ca.us/gcoe

Available Services:

Career Development

Counseling

Occupational Objective

Administrative Assistant/Secretarial Science

Auto/Automotive Mechanic/Technician

Child Care Provider/Assistant

Custodial, Housekeeping and Home Services Workers and Managers

General Office/Clerical and Typing Services

Information Processing/Data Entry Technician

Institutional Food Workers and Administrators

Mechanical Drafting

Nurse Assistant/Aide

Small Engine Mechanic and Repairer

Welder/Welding Technologist

Lake County Regional Occupational Program

1152 South Main Street, Lakeport, CA 95453

(707) 262-4121

Fax: (707) 263-0197

Internet Address: www.lake-coe.k12.ca.us

E-mail: daveg@lake-coe.k12.ca.us

Available Services:

Counseling

Occupational Objective

Accounting Technician
Administrative Assistant/Secretarial Science
Auto/Automotive Mechanic/Technician
Child Care and Guidance Workers and Managers
Computer and Information Sciences
Data Processing Tech./Technician
General Office/Clerical and Typing Services
Information Processing/Data Entry Technician
Nurse Assistant/Aide

Mendocino College Lake County Center

1005 Parallel Drive, Lakeport, CA 95453

(707) 263-4944

Fax: (707) 263-1908

Internet Address: www.mendocino.cc.ca.us

Available Services:

Career Development
Counseling
Distance Learning
Financial Aid
Job Placement
Open Entry/Open Exit
Veteran Approved

Occupational Objective

Auto/Automotive Mechanic/Technician

Northern California Food Service & Baking School

2495 Carmichael Drive, Chico, CA 95928

(530) 538-2288

Fax: (530) 534-6897

E-mail: mhenry@ncen.org

Available Services:

Career Development

Counseling

Financial Aid

Job Placement

Open Entry/Open Exit

Veteran Services

Occupational Objective

Baking

Restaurant Occupations

Sacramento City College

3835 Freeport Boulevard, Sacramento, CA 95822

(916) 558-2568

Fax: (916) 441-4142

Internet Address: www.ssc.losrios.cc.ca.us

Available Services:

Career Development

Counseling

Distance Learning

Financial Aid
Job Placement
On-Site Child Care
Open Entry/Open Exit
Veteran Services

Occupational Objective

Dental Hygienist

Tri-County Regional Occupational Program (Colusa, Sutter, Yuba)

146 Garden Highway, Yuba City, CA 95991

(530) 822-5180

Fax: (530) 822-5165

Internet Address: www.sutter.k12.ca.us/rop/rop.htm

E-mail: Davidd@sutter.k12.ca.us

Available Services:

Career Development
Counseling
Open Entry/Open Exit

Occupational Objective

Accounting Technician
Administrative Assistant/Secretarial Science
Auto/Automotive Mechanic/Technician
Banking and Financial Support Services
Child Care and Guidance Workers and Manager
Food Products Retailing and Wholesaling Operations
General Marketing Operations
General Office/Clerical and Typing Services
Health Aide
Health Professions and Related Sciences

Institutional Food Workers and Administrator
Machine Shop Assistant
Medical Assistant
Medical Office Management
Nurse Assistant/Aide
Small Engine Mechanic and Repairer
Vehicle and Mobile Equipment Mechanics and Repairers

Yuba College

Colusa County Center

745 10th Street, Colusa, CA 95932

(530) 458-4085

Fax: (530) 458-5673

Internet Address: www.yuba.cc.ca.us

E-mail: jlemos@yahoo.com

Available Services:

Career Development

Counseling

Distance Learning

Financial Aid

Veteran Approved

Occupational Objective

Accounting

General Office/Clerical and Typing Services

Lake County Center

15880 Dam Road Extension, Clearlake, CA 95422

(707) 995-7900

Fax: (707) 994-3553

Internet Address: www.lake.cc.ca.us

Available Services:

Career Development
Counseling
Distance Learning
Financial Aid
Veteran Approved

Occupational Objective

Accounting
Business Administration and Management
Child Development, Care and Guidance
General Office/Clerical and Typing Services
Food and Beverage/Restaurant Operations Manager
Medical Administrative Assistant/Secretary

Main Campus

2088 North Beale Road, Marysville, CA 95901-7699
(530) 634-7737
Fax: (530) 634-7709
Internet Address: www.yuba.cc.ca.us

Available Services:

Career Development
Counseling
Distance Learning
Financial Aid
Job Placement
On-Site Child Care
Veteran Approved

Occupational Objective

Accounting
Administrative Assistant/Secretarial Science
Auto/Automotive Mechanic/Technician
Banking and Financial Support Services
Business Administration and Management
Child Development, Care and Guidance
General Marketing Operations
Machine Shop Assistant
Medical Administrative Assistant/Secretary
Medical Transcription
Nurse Assistant/Aide
Pre-elementary/Early Childhood/Kindergarten Teacher Education

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: 853110 BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS			
Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.			
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .			
1. What job title(s) does your firm use for these duties?	Job Title(s): _____		
2. a. How many employees does your firm currently have in this occupation?	Number of Employees: _____		
b. In this occupation, how many are:	Number of Males: _____	Number of Females: _____	
c. In this occupation, how many current employees are there and on average how many weekly hours do they work?			
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____	
3. In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____		
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, how many were hired to fill:			
vacancies resulting from promotions within your firm?			
vacancies resulting from people in permanent positions leaving your firm?			
new permanent positions resulting from growth?			
temporary, on call, or seasonal positions?			
5. a. During the last 12 months, did your firm's employment in this occupation: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow		
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow		
6. When you hire applicants for this occupation, is prior experience in this occupation required? If yes or preferred, how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)		
7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			
8. If prior experience is <u>not</u> required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)						
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)						
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).								
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study								
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.						
<ul style="list-style-type: none"> • New hires, no experience (trained or untrained): • New hires who are experienced: • Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify: _____					
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____					
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:								
	<u>Employer Pays All</u>		<u>Share Cost</u>	<u>Employee Pays All</u>	<u>Not Provided</u>			
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?					<input type="checkbox"/> Yes <input type="checkbox"/> No _____			
b. What skills are important for career advancement?					_____			
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)								
Specify software names: <input type="checkbox"/> None								
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____								
17. What other new skills are needed to perform the duties of this occupation? _____								
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?								
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____								
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:					<input type="checkbox"/> Yes <input type="checkbox"/> No _____			
Would you like to receive a complimentary copy of the survey results for this occupation?							<input type="checkbox"/> Yes <input type="checkbox"/> No	

THANK YOU FOR YOUR COOPERATION !